

NEC MINUTES

**National Executive Committee
Meeting Minutes
3-4 May 2002**



Atlanta, GA

3-4 May 2002

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OPEN SESSION

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ATTEST:

OFFICIAL:

GEORGE P. GRAVES
Colonel, CAP
National Legal Officer

RICHARD L. BOWLING
Brigadier General, CAP
National Commander

Civil Air Patrol
National Executive Committee Minutes
3-4 May 2002
Atlanta GA

OPEN SESSION

CALL TO ORDER..... Brig Gen Richard L. Bowling, CAP
INVOCATION..... Ch, Col James H. Melancon, CAP
PLEDGE OF ALLEGIANCE Col Larry D. Kauffman, CAP
ROLL CALL Col Scott Hamilton, CAP

NATIONAL EXECUTIVE COMMITTEE

Brig Gen Richard L. Bowling, CAP National Commander
Col Albert A. Allenback, USAF Senior AF Advisor
Col Dwight H. Wheless, CAP National Vice Commander
Col Larry D. Kauffman, CAP National Chief of Staff
Col Andrew E. Skiba, CAP National Finance Officer
Col William Younger, CAP (Proxy) National Legal Officer
Col Joseph C. Meighan, Jr, CAP National Controller
Col Duddly L. Hargrove, CAP (Absent) National Insp. General
Ch, Col James H. Melancon, CAP Chief Chaplain Services
Col Richard A. Greenhut, CAP Northeast Region Commander
Col Robert T. Townsend, CAP Middle East Region Commander
Col William S. Charles, CAP Great Lakes Region Commander
Col Antonio J. Pineda, CAP Southeast Region Commander
Col Shelia J. Waldorf, CAP North Central Region Commander
Col Colin F. Fake, CAP Southwest Region Commander
Col Lynda C. Robinson, CAP Rocky Mountain Region Commander
Col Phillip S. Groshong, CAP Pacific Region Commander

OTHER CORPORATE OFFICIALS

Vacant	Executive Director
Col J. Scott Hamilton, CAP	Assistant Executive Director
Col Stanley Leibowitz, CAP	General Counsel
Mr. Paul J. Capicik	Director, Mission Support
Mr. Don R. Rowland	Director, Plans & Requirements
Mr. James L. Mallett	Director, Aerospace Education & Training
Mr. William R. Bean	Director, Cadet Programs
Col D. Scott Richards, CAP	Director, Personnel
Mr. Thomas E. Hicks	Director, Financial Management
Ms. Mary Nell Crowe	Director, Marketing & Public Relations
Lt Col John A. Salvador, CAP	Director, Operations
Mr. Clay M. Stewart	Director, Logistics & Acquisition
Mr. Robert M. Hicks	Exec. Administrator, Chaplain Services

**SUBJECT: 2003 NEC, NCASE and National Board Meeting Dates
HQ CAP/EX – Col Hamilton**

INFORMATION BACKGROUND:

The following dates have been coordinated on the Air University calendar and no conflict exists at this time.

Proposed dates are:

<u>Event</u>	<u>Date</u>	<u>Location</u>
Winter National Board Meeting	28 Feb-1Mar 03	Washington DC
NCASE	2-5 Apr 03	Cincinnati OH
May 2003 NEC Meeting	2-3 May 03	Atlanta GA
August 2003 National Board Meeting		Las Vegas NV
November 2003 NEC Meeting	14-15 Nov 03	Montgomery AL

PROPOSED NEC ACTION:

The NEC approve the proposed NEC, NCASE, and National Board Meeting dates for 2003.

ESTIMATED FUNDING IMPACT:

To be determined.

REGULATIONS AND FORMS AFFECTED:

None.

COMMITTEE RECOMMENDATION:

Not required.

NEC ACTION:

COL GROSHONG/PACR moved and COL GREENHUT/NER seconded that the NEC approve the proposed NEC, NCASE, and National Board Meeting dates for 2003, with concurrence of the North Central Region Commander to host the August 2004 National Board meeting which will then allow the previously established region rotation of the summer national board meeting to continue.

The meeting and travel dates for the August 2003 National Board will be determined in hotel negotiations and will probably be a Sunday to Thursday schedule.

MOTION CARRIED

**SUBJECT: Re-screening of Current CAP Members
HQ CAP/EX – Col Hamilton**

INFORMATION BACKGROUND:

The NEC originally approved the CAP fingerprint screening program in December 1987. At that time the prime purpose of the program was cadet protection with a secondary purpose of better overall risk management. Initially, all CAP members who worked with cadets, plus all squadron commanders, were required to be fingerprinted and screened by the FBI. The program was implemented at the May 1998 NEC meeting where all NEC members were the first to be fingerprinted.

As the program progressed, it became obvious that it was very difficult, if not impossible, to keep track of who worked with cadets and who did not. In January 1990, the rules were changed to include all active CAP senior members in the fingerprint program. Associate members, ROTC affiliates, AEMs and patron members were excluded. Following initial screening, most members have not been re-screened. The exceptions to this are individuals who do not renew within the prescribed 90-day renewal period, and individuals denied participation in the counterdrug program.

Since 1988, over 103,000 individuals applying for membership have been fingerprinted and processed through our screening program. Over 7,400 members have had FBI records, of which 842 have had their memberships denied or terminated. The primary purpose of the fingerprint program has been to identify members with a history of child or sexual abuse, patterns of violence and drug related arrests.

An inquiry to the FBI recently revealed that re-fingerprinting/screening is routinely done by government agencies, state agencies and the private sector. While there is no standard time frame for re-screening, the average seems to be from 2 to 5 years.

Presently, there are over 15,500 CAP senior members that have not been re-screened within the past 5 years. As we become more active in homeland security, we anticipate a greater requirement for our members to have a more current background investigation.

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PROPOSED NEC ACTION:

The NEC adopt a policy that each active senior member must be re-screened every five years. Since we have a large number that have not been re-screened in the past 5 years, we propose that individuals originally screened between 1988 and 1991 be re-screened during FY03 and those screened between 1992 and 1998 be re-screened in FY04. After that time we will be on target with the five year re-screening for those members who were originally screened in 1999 and

2000. Re-screening will be done in conjunction with the membership renewal of each affected member.

ESTIMATED FUNDING IMPACT:

An additional \$125,000 per year of appropriated funds for the next two years over the current average cost of \$110,000 per year will be required.

REGULATIONS AND FORMS AFFECTED:

CAPM 39-2, *Civil Air Patrol Membership*. If approved, the regulation change would be submitted under the established ratification process and be presented to the August 2002 National Board for final approval.

COMMITTEE RECOMMENDATION:

NEC ACTION:

COL CHARLES/GLR moved and COL GROSHONG/PACR seconded that the NEC adopt the PROPOSED NEC ACTION

MOTION CARRIED

NOTE: DP double-checked with the FBI and verified that they do not retain CAP fingerprint cards on file. Therefore, the previously used fingerprint cards are not available for use in re-screening CAP members, and the only way to re-screen will be to submit new fingerprints.

FOLLOW-ON ACTION:

- 1. Implementation of policy by DP and change to CAPM 39-2. Inclusion of CAPM 39-2 change for ratification at the August 2002 National Board meeting.**
- 2. The National Commander appointed a committee, chaired by Col Pineda/SER, to provide guidance on the requirements for membership. The other members are: Col Charles/GLR, Col Graves/NLO, COL Allenback USAF/Senior Air Force Advisor, and Col Hamilton/EX.**

**SUBJECT: Proposed Change to CAPR 35-3
NER/CC – Col Greenhut**

INFORMATION BACKGROUND:

Current IG procedures for 2-B termination of CAP members calls for the action to take place at the lowest appropriate level of the organization – *i.e.*, the member's home unit. Recent events have shown it not in the best interests of both the member and the corporation to not have the only corporate officer in the wing (the wing commander) informed of the pending action before termination action against the member in question for misconduct or cause is initiated.

PROPOSED NEC ACTION:

That the National Executive Committee change the language in CAPR 35-3 to require that all units below wing level must forward a copy of the completed investigation file and all relevant documents to the wing commander for review *and approval* prior to the member in question receiving the 2-B package via registered mail. This would prevent the wing commander and wing IG from not being aware of the pending action, and would serve as an additional restraint on improper, unjustified or frivolous 2-B actions against members. This would require a wing commander signature/approval block be added to CAPF 2-B. National HQ/DP would be informed not to process any such forms without the appropriate signature of a corporate officer in this block. It is also recommended that an additional 15 days be added to the process, so that the wing commander has appropriate time to review the package, sign it and forward it back to the unit in question for implementation.

ESTIMATED FUNDING IMPACT:

The cost of revising, republishing and distributing new regulations.

REGULATIONS AND FORMS AFFECTED:

CAPR 35-3, *Membership Termination*; CAPF 2-B, *Personnel Action Request - Termination of CAP Membership*. If approved, the regulation change would be submitted under the established ratification process and be presented to the August 2002 National Board for final approval.

CAP NATIONAL HEADQUARTERS COMMENTS

This is not an IG procedure.

Under the current process, termination actions are handled at the lowest possible level. With the approval of this proposal, the unit commander would no longer be the deciding official in a 2-B action that is not appealed. Actions that are appealed would have to be elevated above the proposed approval level (wing commander) and appeals/investigations would have to be conducted at the region level.

COMMITTEE RECOMMENDATION:

None.

NEC ACTION:

COL GREENHUT/NER moved that the NEC adopt the proposed Incident Awareness File to create a mechanism that on the initiation of a 2-B action the next level of command would be notified. Also, if the 2-B action were appealed, the appeal action would be at the next higher level above the approval level.

MOTION DIED FOR LACK OF A SECOND

GEN BOWLING stated that the Inspector General sends him a list of current complaints on a weekly basis. He suggested that a similar type notification would keep region and wing commanders informed of complaints or actions initiated in their areas. There was also discussion on professional leadership training for commanders.

The NEC agreed that this agenda item would be referred to the Infrastructure Committee for further study.

**SUBJECT: Membership Renewal Form Addition
CAWg/CC - Col Myrick**

INFORMATION BACKGROUND:

The current membership renewal form allows a member to donate additional funds to CAP. Members cannot currently designate a specific wing that would receive these funds.

PROPOSED NEC ACTION:

The National Board approve an additional line be placed on the membership renewal form to allow members to donate additional funds to a specific wing. This addition will go into effect on October 1, 2003.

ESTIMATED FUNDING IMPACT:

Additional cost would be in re-designing existing membership renewal form.

REGULATIONS AND FORMS AFFECTED:

CAPR 173-1, *Financial Procedures and Accounting Report for Units Below Wing*. If approved, the regulation change would be submitted under the established ratification process and be presented to the August 2002 National Board for final approval.

CAP NATIONAL HEADQUARTERS COMMENTS

During FY2001, over 3,200 contributions totaling some \$32,976 were received and placed in the general fund. Although the average is \$10 per donation, most were between \$1 and \$4. If each of these contributions were individually designated for a particular wing it would be labor intensive and would require changes to the current computer program. It could also result in a reduction of income for the general fund.

COMMITTEE RECOMMENDATION:

None.

NEC ACTION:

COL GROSHONG/PACR moved and COL CHARLES/GLR seconded that the NEC approve the PROPOSED NEC ACTION.

MOTION CARRIED

**SUBJECT: Routine Vehicle Maintenance Costs
CAWg/CC - Col Myrick**

INFORMATION BACKGROUND:

Local wings and units currently pay for routine maintenance of all corporate vehicles. National Headquarters pay only for major maintenance and safety related repairs on a reimbursable process. All repairs are paid by the unit and once paid invoices are submitted to National LGT then the wing is reimbursed for that expense. The corporate fleet average age is approximately 10 years old and is requiring a substantial drain of local funds to keep the fleet mission ready. In addition, new vehicles require regular 30,000 and 60,000 etc., manufacturer recommended maintenance that can cost up to \$600 per check.

PROPOSED NEC ACTION:

That the NEC approve all required corporate vehicles maintenance be paid for with funds from National Headquarters.

ESTIMATED FUNDING IMPACT:

Funding impact is unknown. As the fleet becomes younger the maintenance costs should go down.

REGULATIONS AND FORMS AFFECTED:

CAPR 77-1, *Operation and Maintenance of Civil Air Patrol Vehicles*. If approved, the regulation change would be submitted under the established ratification process and be presented to the August 2002 National Board for final approval.

CAP NATIONAL HEADQUARTERS COMMENTS

This proposal was brought to the table at the November 2001 NEC meeting. HQ CAP/LG was prepared to address it at the March 2002 National Board meeting, but was unable to do so because of time constraints. Vehicles are currently funded for major maintenance. If approved, this will require increased appropriated funding in future years. HQ CAP/LG will present their recommendation on this item at the NEC meeting.

COMMITTEE RECOMMENDATION:

None.

NEC ACTION:

COL GROSHONG/PACR moved and COL GREENHUT/NER seconded that the NEC approve all required corporate vehicles maintenance be paid for with funds from National Headquarters as it becomes available.

COL GROSHONG/PACR moved and COL WHELESS/CV seconded a substitute motion that the NEC approve all vehicle manufacturer recommended maintenance be paid for from appropriated funds when they become available.

MOTION TO ACCEPT THE SUBSTITUTE MOTION CARRIED

SUBSTITUTE MOTION CARRIED

**SUBJECT: Service Bulletin Compliance
HQ CAP/EX – Col Hamilton**

INFORMATION BACKGROUND:

The issuance of Service Bulletins (SBs) by aircraft and aircraft component part manufactures has accelerated as manufacturers attempt to protect themselves from lawsuits. These SBs are intended to put owners on notice that the manufacturer recommends some maintenance action so that they can later attempt to convince a jury that an accident caused by failure of their component should have been cured by the owner prior to the accident. SBs are not mandatory – maintenance actions, the implementation of which the FAA requires, are issued by the FAA as Airworthiness Directives (Ads).

In many cases, the voluntary compliance with SBs is expensive and may not significantly increase safety or decrease the severity of damage in the event of an accident. Many SBs serve no practical purpose except to try to exculpate the manufacturer in the event of a claim.

The decision to implement or not implement any particular SB should be an informed decision of the corporation. No single employee or volunteer should be put in the position of making this decision for the entire CAP fleet. Our aviation insurance policy and our regulations require that the aircraft be maintained and operated in accordance with the Federal Aviation Regulations (FARs), but the FARs do not require compliance with SBs.

PROPOSED NEC ACTION:

To ensure that the decision to implement or not implement any particular SB is the informed decision of the corporation, the NEC should vote: 1. To establish maintenance committee appointed by the National Commander and composed of not less than one employee and four volunteers knowledgeable of light aircraft operation and maintenance. 2. That all new SBs be summarized by the National Headquarters LG staff, with an estimated cost of implementation. These summaries will be referred to maintenance committee who will review each of the SB summaries (and the full SB if they deem it necessary) and make a recommendation to implement or not implement each SB to the National Board or National Executive Committee at its next meeting. The NB or NEC will vote to approve the recommendations of the maintenance committee in its entirety, or to modify the recommendations of the maintenance committee for specific SBs at each meeting at which a list of SBs is presented. If the NB or NEC elects to implement a SB, the finance committee will be tasked to re-program funds for this purpose, if necessary. The decision of the NB or NEC, and of the finance committee for fund re-programming, shall be the decision of the corporation unless countermanded by the Board of Governors.

ESTIMATED FUNDING IMPACT:

Varies depending on SBs implemented, and the cost to implement each SB.

REGULATIONS AND FORMS AFFECTED:

CAPR 66-1, *Civil Air Patrol Aircraft Maintenance Management*. If approved, the regulation change would be submitted under the established ratification process and be presented to the August 2002 National Board for final approval.

COMMITTEE RECOMMENDATION:

None.

NEC ACTION:

COL CHARLES/GLR moved and COL GROSHONG/PACR seconded that the NEC approve the PROPOSED NEC ACTION, EXCEPT that the proposed maintenance committee shall include a CAP-USAF representative.

MOTION CARRIED

FOLLOW-ON ACTIONS:

- 1. Implementation of policy by LG and change to CAPR 66-1.**
- 2. Inclusion on the August 2002 National Board agenda for ratification of change to CAPR 66-1.**
- 3. Appointment of members to Maintenance Committee by the National Commander**

**SUBJECT: Logo for Corporate Vehicles
MER/CC – Col Townsend**

INFORMATION BACKGROUND:

Recently the corporation voted to sponsor a NASCAR racecar. One of the logos on the car and the hauler is the logo that goes back to our founding, “Eyes of the Home Skies”. Currently the corporation has about 600 corporate vehicles in operation around the country. These vehicles are white and unmarked except for a small corporate seal on each of the front doors. Our vehicles are rolling billboards seen by hundreds of thousands of people each day across the country. What better way to tie into our NASCAR venture and give us millions of advertising impressions a day than by displaying that logo? It will be sized to tastefully fit neatly on the rear quarter of each side of our vehicles. The logos will be in full color and initially furnished to the wings for attachment. After the initial distribution, the logos will be available for purchase through the bookstore.

PROPOSED NEC ACTION:

That the National Executive Committee adopt the proposed logo, and direct that it be placed on each of the corporation’s vehicles. Details as to the final design and placement to be determined by the National staff.

ESTIMATED FUNDING IMPACT:

Estimates are currently being collected.

REGULATIONS AND FORMS AFFECTED:

CAPR 77-1, *Operation and Maintenance of Civil Air Patrol Vehicles*. If approved, the regulation change would be submitted under the established ratification process and be presented to the August 2002 National Board for final approval.

CAP NATIONAL HEADQUARTERS COMMENTS

None.

COMMITTEE RECOMMENDATION:

None.

NEC ACTION:

COL TOWNSEND/MER moved and COL ROBINSON/RMR seconded that the NEC approve the PROPOSED NEC ACTION, EXCEPT that the last line be changed to delete the symbol “LG.”

Concern was expressed that ample research needs to go into the marketing decision of an approved logo for CAP branding.

MOTION CARRIED

FOLLOW-ON ACTION: Staffing by National Headquarters with details and final design briefed to the August 2002 National Board.

**SUBJECT: Vehicle Utilization Rate
HQ CAP/EX – Col Hamilton**

INFORMATION BACKGROUND:

The revised Statement of Work (SOW) dated 1 Oct 01 tasked CAP to establish a vehicle utilization rate in support of Air Force Missions. This vehicle utilization rate will be used as a management tool to evaluate the use of CAP's vehicle fleet and provides CAP with a tool for vehicle alignment.

For the analysis, three areas of monthly vehicle utilization- times, hours and mileage were obtained from monthly vehicle reporting from January thru December 2001.

Data summary for all type vehicles:

Average vehicles reported per month	780
Average times used per month	6.19
Average hours used per month	39.77
Average mileage per month	403.91

From the data collected, we have reached agreement with CAP-USAF on the following rates:

Vehicle Type	Monthly Times	OR	Monthly Hours	OR	Monthly Mileage
7 Pass Van	6		50		475
12/15 Pass Van	4		35		350
4X4 Veh	6		35		450
P/UP	4		15		200
Comm,Cargo Van	1		15		130
Sedan	4		15		400

The proposed rates are reasonable, and with the option to use times used/hours/mileage, allow maximum flexibility in measuring utilization.

PROPOSED NEC ACTION:

That the NEC establish the vehicle utilization rates as proposed.

ESTIMATED FUNDING IMPACT:

To be determined.

REGULATIONS AND FORMS AFFECTED:

CAPR 77-1, *Operation and Maintenance of Civil Air Patrol Vehicles*. If approved, the regulation change would be submitted under the established ratification process and be presented to the August 2002 National Board for final approval.

COMMITTEE RECOMMENDATION:

None.

NEC ACTION:

COL CHARLES/GLR moved and COL GROSHONG/PACR seconded that the NEC establish the vehicle utilization rates as proposed until an alternate system is adopted that complies with the Statement of Work.

MOTION CARRIED

The National Commander named the following committee to work with the National Headquarters staff in this area chaired by Col Groshong/PACR. The other members are: Col Townsend/MER, Col Sharkey/FL Wg, Col Glasgow/IA Wg, Col Granville/NY Wg, Col Myrick/CA Wg, and a CAP-USAF representative.

FOLLOW-ON ACTION. Implementation of policy by LG and change to CAPR 77-1. Inclusion in August 2002 National Board agenda for ratification of change to CAPR 77-1.

**SUBJECT: Regulation Ratification
HQ CAP/EX – Col Hamilton**

INFORMATION BACKGROUND:

The following regulations were presented to the March 2002 National Board. Because of time constraints and the lack of time for the National Board members to review the regulations, they were not ratified. Any new regulations or changes to current regulations will fall under the ratification procedures approved at the March 2002 National Board.

R35-5C1, *CAP Officer/NCO Appointments and Promotions.*

R160-1, *The CAP Health Service Program.*

R173-3, *Payment for CAP Support.*

PROPOSED NEC ACTION:

That the NEC ratify the above listed regulations. All other new or changed regulations will fall under the recently approved ratification process.

ESTIMATED FUNDING IMPACT:

The cost of printing and mailing the new regulation.

REGULATIONS AND FORMS AFFECTED:

See above.

COMMITTEE RECOMMENDATION:

None.

NEC ACTION:

COL WHELESS/CV moved and COL CHARLES/GLR seconded that the NEC ratify CAPR 160-1, The CAP Health Service Program, as presented, EXCEPT that Section B, paragraph 2, line 1, be changed as follows: The word “will” is changed to “may.”

MOTION CARRIED

FOLLOW-ON ACTION. Publish and distribute CAPR 160-1.

COL WHELESS/CV moved and COL KAUFFMAN/CS seconded that the NEC ratify CAPR 35-5C1, CAP Officer/NCO Appointments and Promotions, as presented.

MOTION CARRIED

FOLLOW-ON ACTION. Publish and distribute CAPR 35-5C1.

COL TOWNSEND/MER moved and COL KAUFFMAN/CS seconded that the NEC ratify CAPR 173-3, Payment for CAP Support, as presented, EXCEPT that the following changes be made:

Wherever the word “wing” is identified, change to “wing/region.”

In attachment 1 (Aircraft Flying Hour Minor Maintenance Payment Rates), (1) move C177RG from Type 4 to Type 3, and (2) change C182 350 to C182 250 and move from Type 5 to Type 4.

It was noted in discussion that there are complaints about no clear language in CAPR 173-3 that deals with rental aircraft payments. There was agreement that the NER chart, which has been used successfully, would be sent to National Headquarters for validation and subsequent sharing with all regions.

MOTION CARRIED

FOLLOW-ON ACTIONS.

- 1. Publish, with noted corrections, and distribute CAPR 173-3.**
- 2. National Headquarters will validate NER chart for rental aircraft payments. This standardized procedure will be distributed to all regions.**

NOTE: CAPR 70-1C1, CAP Acquisition Regulation, will be held until the August 2002 National Board. Inclusion in the August 2002 National Board agenda.

**SUBJECT: Civil Air Patrol National Foundation
HQ CAP/EX – Col Hamilton**

INFORMATION BACKGROUND:

Civil Air Patrol corporate officers desire the creation of a national philanthropic program designed to create a significant stream of charitable gifts from the private sector. The Civil Air Patrol National Foundation will provide the infrastructure necessary to implement necessary policies and procedures, involve top corporate officials and provide direction and counsel to Civil Air Patrol's regions, wings and squadrons.

PROPOSED NEC ACTION:

That the National Executive Committee recommend this be sent to the Board of Governors for approval and the development of a 501(C) (3) organization to be incorporated as the Civil Air Patrol National Foundation.

ESTIMATED FUNDING IMPACT:

Current funding provided for the positions of Chief, Advancement Officer and an assistant plus related travel costs would need to be loaned to the new foundation by the corporation. Additional funding may be required as the foundation grows. However, these funds may be offset by contributions to the foundation.

REGULATIONS AND FORMS AFFECTED:

CAPR 173-4, *Fund Raising/Donations*. If approved, the regulation change would be submitted under the established ratification process and be presented to the August 2002 National Board for final approval.

COMMITTEE RECOMMENDATION:

None.

NEC ACTION:

MR. FREEMAN/PAF presented a briefing on the advantages of creating a Civil Air Patrol National Foundation.

COL TOWNSEND/MER moved and COL GROSHONG/PACR seconded that the NEC approve the PROPOSED NEC ACTION.

There was considerable discussion on how money donated to the foundation would flow to CAP units, the management and cost of the foundation, the recommendation of the auditors to establish a foundation to handle unrelated business income, and the governance, control, and staffing of the foundation.

MOTION CARRIED

There was consensus of the NEC that the proposal would be presented to the Board of Governors in a more professional and detailed manner.

FOLLOW-ON ACTION. Forwarded to the Board of Governors for approval.

**SUBJECT: Committee Reports
NCS – Col Kauffman**

INFORMATION BACKGROUND:**1. Finance Committee****Col Skiba**

The National Finance Committee Minutes, 2 May 2002, with two attachments (See Atch 1) were distributed on Friday in order that NEC members have an opportunity to review them overnight before discussion on Saturday.

On Saturday morning, the minutes and FY03 Corporate Fin Plan were reviewed, by exception, and the following changes made:

MINUTES:

Paragraph 5.c., line 3, delete the words “in are” and add the words: “in conjunction with.”

FY03 FIN PLAN:**Dept 075 – CAP Chaplain Service:**

COL GROSHONG/PACR moved and COL CHARLES/GLR seconded that the NEC approve that the Region Chaplain Staff College line item be reduced from \$28,000 to \$24,000 and that \$4,000 be placed in a region chaplain travel fund (new line item) for attendance at National Chaplain events, as approved by the Chief of Chaplains.

COL HAMILTON/EX suggested looking at an amendment to the Statement of Work (SOW) to allow the movement of some of the chaplain training expenses into an appropriated fund line. In the meantime, there was agreement for the regions to defray the cost of chaplains attending the Military Chaplain Association Institute rather than reduce the Region Chaplain Staff College budget.

COL GROSHONG/PACR, with concurrence of Col Charles/GLR, withdrew his motion

Dept 145 – National Programs**National Curator:**

a. The NEC agreed to move \$5,000 from Dept 085 – Executive Director (Contingency) into this line item (for a total of \$10,000) to be used for display and preservation of historical memorabilia.

b. For people in the field who have historical memorabilia to donate to CAP, the mailing address will be posted on the CAP web site and published in the Civil Air Patrol News.

c. There was also discussion about the need for a permanent repository for historical items—a CAP Museum. There is also a proposed new CAP display at the Air Force Museum.

COL SKIBA, Chairman, National Finance Committee, moved that the NEC accept the National Finance Committee Minutes, 2 May 2002, and FY03 CAP Financial Plan (corporate budget) and that they be forwarded to the Board of Governors for approval and then to the National Board as a informational item on the August 2002 National Board agenda.

MOTION CARRIED

FOLLOW-ON ACTION.

1. Approved changes to the minutes and financial plan.
2. Inclusion on the June 2002 Board of Governors agenda for action
3. Inclusion on the August 2002 National Board agenda for information.

2. Development Committee Col Bonner

CAP Development Committee Minutes, 22 April 2002, were distributed (see Atch 2).

Reference paragraph 5. Open Items from the last meeting:

Paragraph 5.a. Wear of CAP Uniform While Providing Support to Federal Agencies.

The National Legal Officer recommended that the NEC split the action into two parts—(1) the uniform, and (2) the issue of compensation/reimbursement.

COL YOUNGER/NLO PROXY moved and COL KAUFFMAN/CS seconded that the NEC approve the committee recommendation that CAP members cannot receive compensation while wearing ANY uniform.

MOTION CARRIED

FOLLOW-ON ACTION. Implementation of policy by DP and change to CAPM 39-1, CAP Uniforms

COL GROSHONG/PACR moved and COL GREENHUT/NER seconded that the NEC approve the committee recommendation, as revised, that CAP members cannot receive compensation, other than fair and reasonable reimbursement of expenses, from the agency/organization at which they are providing the CAP volunteer service.

MOTION CARRIED

FOLLOW-ON ACTION. Implementation of policy by DP and change to CAPM 39-2, CAP Membership. Inclusion in August 2002 National Board agenda for ratification of change to CAPM 39-2.

Paragraph 5.b. National Honor Guard Academy Patch

COL WHELESS/CV moved and COL TOWNSEND/MER seconded the committee recommendation that the NEC approve this newly designed special activity patch for the National Honor Guard Academy.

MOTION CARRIED

FOLLOW-ON ACTION. Implementation and notification to the field.

Paragraph 6. Items Referred to the Committee at the Winter 2002 National Board Meeting.

The NEC agreed with the committee recommendation that National Headquarters/DP proceed with revising the current termination regulation to incorporate other membership corrective actions.

FOLLOW-ON ACTION. Staff action by DP.

Paragraph 7. Items Submitted by Col James A Mooney for the May NEC agenda and forwarded to the Committee for comments.

COL CHARLES/GLR moved and COL KAUFFMAN/CS seconded that the NEC accept the committee recommendations to disapprove Items 7. (a) Compensation for IG Inspections, (b) Reduced Functional Area Inspection Requirements, and (c) Waiver Provisions to the CAP Regulations.

MOTION CARRIED

3. Operations Committee **Col Parker**

Report

Item 1. CAP-Owned Vehicle Reporting: **Recommend Approval.**

Discussed in agenda item 5 and 8.

Item 2. General Guidelines for Acquisition and Justification of CAP-owned Vehicles: **Recommend Disapproval.**

Rational:

Item 1 will provide the necessary status on the corporate vehicles.

Item 2 will constrain Wing Commanders to the point where they cannot assign vehicles to the units needing them and must assign vehicles to units who may not even want them.

Discussed in agenda item 5 and 8.

Item 3. Maintenance Reimbursement. **Recommend Disapproval.**

Rational: If additional maintenance reimbursement is needed, it should be included in the POM proposal created by the NHQ Staff.

COL SKIBA, representing the Operations Committee, moved that the NEC accept the committee recommendation to disapprove the proposal by Col Newell/WA Wg for Maintenance Reimbursement.

MOTION CARRIED

Item 4. CD Qualification for Wing Commanders. **Recommend Approval.**

COL SKIBA, representing the Operations Committee, moved that the NEC accept the committee recommendation to approve the National Board motion by Col Newell/WA Wg to require wing commanders be cleared for counterdrug operations. The lack of such clearance should not preclude the selection of a wing commander, but selectees not currently cleared should be required to submit a CAP Form 83 immediately upon selection. National Headquarters/DOH should be required to request expedited clearance action from U.S. Customs and DEA on wing commander selectees. Current wing commanders not presently cleared for counterdrug operation should also be required to submit a CAP Form 83 with this same proviso that they would be given an expedited clearance.

MOTION CARRIED

FOLLOW-ON ACTION. Implementation of policy and change to required regulations.

Item 5. Cessna Pilot Seat Stop Removal: **Recommend Disapproval.**

Rationale: Cessna issued a Service Bulletin to use the supplemental locks and CAP responded by making the installation/use of the locks mandatory. This is the only guarantee that the seats will not slide toward the rear of the aircraft on takeoff.

The problem of egressing the aircraft in an emergency remains essentially the same, with or without the seat stops. Large people have difficulty getting out in either case. The seat stop is in place to perform its safety function on every takeoff. This safety factor overrides the potential emergency egress problem in the unlikely event of a crash.

COL SKIBA briefed that the May 2001 NEC authorized the removal of the floor mounted supplemental pilot seat level type locking mechanism in all CAP Cessna aircraft, subject to three mandatory safety requirements. Due to subsequent lawsuits on seat stops across the country, the August 2001 National Board requested reconsideration of removal of pilot seat secondary stops on Cessna airplanes. A motion was passed to refer this matter to committee and a moratorium placed on any further actions on seat rail stops, pending committee recommendation.

COL SKIBA, representing the Operations Committee, moved that the NEC approve the committee recommendation that the supplemental seat track locks in single-engine Cessna aircraft be retained and if they have been removed that they be reinstalled.

MOTION CARRIED

FOLLOW-ON ACTION. Implementation of policy, notification to the field, and change to required regulations.

Item 6. SAR/DR Funding. Recommend Disapproval.

Rationale: 1. The SAR/DR formula, as it now stands, addresses the needs of the Regions. It is recognized that different training is required because of the different terrain searched by the various Wings. The variations range from over water to heavily wooded to desert to rolling hill to flatland to high mountains. Each Wing is expected to prorate their existing training funds to provide training in their wing that allows proficiency of the aircrew members for this difference in terrain.

Rationale: 2. If the formula was modified to provide additional funds to RMR as requested, it would need to be modified to provide additional funds to each wing with the unique training requirements that exist in each wing.

COL SKIBA, representing the Operations Committee, moved that the NEC accept the committee recommendation to disapprove the November 2001 NEC proposal of Col Robinson/RMR to allow extra funding for mountain flying clinics.

MOTION CARRIED

Item 7. Aircraft Corrosion Protection, Ref CAPR 66-1, para 9 (b) Proposal. Recommend Approval provided that a notation is put in the aircraft log noting that the aircraft has not been corrosion treated.

COL SKIBA, representing the Operations Committee, moved that the NEC accept the committee recommendation to approve the Winter 2002 National Board proposal by Col Mooney/AZ Wg to amend CAPR 66-1, Paragraph 9(b) to include a waiver clause for the Arizona and New Mexico Wings from applying corrosion treatment to their aircraft, or a clause exempting Arizona and New Mexico Wings from the application of the treatment. Additionally, that a provision be added to require a notation be placed in the logbook and prominently displayed on the first page that the aircraft has not been corrosion proofed.

MOTION CARRIED (one abstention by Col Allenback)

FOLLOW-ON ACTION. Implementation by staff, notification to the field, and change to CAPR 66-1. Inclusion in August 2002 National Board agenda for ratification of the change to CAPR 66-1.

4. Education & Training Committee Col Convery

Report

Item. Recruiting and Retention Officer. Recommend Approval.

MR. MALLETT/ET recommended tabling until the August 2002 National Board to allow further staffing and review by the Historian for heraldry and the Development Committee. Since this item has already been reviewed in committee, the NEC felt that headquarters staffing would be sufficient to present it to the August 2002 National Board for approval after which there would be an opportunity for heraldry review of the proposed badge

COL CHARLES/GLR moved and COL KAUFFMAN/CS seconded that the NEC strongly endorse this proposal as a pamphlet, with appropriate changes, for presentation at the August 2002 National Board for final approval, except for the badge.

MOTION CARRIED

FOLLOW-ON ACTION: Staffing by National Headquarters and drafting of the pamphlet. The action on the proposed badge will be held with other uniform items and be considered at the winter 2003 National Board.

5. Strategic/Tactical Evaluation & Planning Committee. Brig Gen Anderson

No report given.

AGENDA ITEM - 12**Action****SUBJECT: Old Business**

1. ITEM: Picture ID Cards – November 2001 NEC Minutes: agenda item 6; page 17.
DP will provide a report on this issue.

COL KAUFFMAN/CS moved and COL WHELESS/CV seconded that the NEC direct DP and MS to investigate the use and cost of “smart cards” (ID card with memory chip).

MOTION CARRIED

FOLLOW-ON ACTION: Staffing by DP and MS and inclusion on a future NEC or National Board agenda.

2. ITEM: Foreign National Members – November 2001 NEC Minutes: agenda item 12-1; page 29.

The NEC referred this issue to National Headquarters for staffing. HQ CAP/DP Col Richards will provide a briefing on the staffing results.

COL FAKE/SWR moved and COL TOWNSEND/MER seconded that the NEC approve the staff recommendation of no change to current regulation.

MOTION CARRIED

3. ITEM: USAF Funding for Mission Pilot Proficiency Under A-12 Mission Code.

COL SKIBA, representing the Operations Committee, reported the recent findings of the committee that endorsed the concept of proficiency flying and the validity and value of flight operations and the safety program, and do not feel funding for this special mission is appropriate at this time.

***COL CHARLES/GLR moved and COL FAKE/SWR seconded* that the NEC accept the Operations Committee report that funding of this mission is not appropriate at this time.**

MOTION CARRIED

1. ITEM: Safety Briefing

COL SALVADOR/DO provided a safety briefing, which generated discussion on remedial actions to prevent taxi accidents/incidents. There was discussion that CAP needs to embrace the core values of professionalism. The National Commander summarized by stating that from this point forward, vehicle or aircraft accidents would not be acceptable. The region commanders were directed to encourage wing commanders to work with their members to raise the awareness level of the importance of a safe flying program and remind them to use common sense. The National Commander also announced that on Monday he would appoint a National Safety Officer. There was also emphasis for wing commanders to ensure they have appointed effective safety officers who should make full use of all safety programs available.

2. ITEM: Request for Increase in Maintenance Reimbursement to PR Wg

COL PINEDA/SER moved and COL SKIBA/NLO seconded that the NEC approve a 10 percent increase in aircraft flying hour minor maintenance payment rates for the Puerto Rico Wing, the same as has been approved for Hawaii and Alaska Wings, due to weather conditions.

COL SALVADOR/DO reminded that with the change to CAPR 173-3, which was ratified by the NEC earlier today, the provision for increased rates for Hawaii and Alaska was removed.

COL PINEDA/SER withdrew his motion.

COL GROSHONG/PACR moved and COL KAUFFMAN/CS seconded that the NEC approve that Alaska, Hawaii, and Puerto Rico Wings be granted an interim 15 percent premium for maintenance reimbursement costs due to their special geographic and climatic situations.

MOTION CARRIED

FOLLOW-ON ACTION. National Headquarters staffing to further research this matter Inclusion in August 2002 National Board agenda.

3. ITEM: Proposed Cloth Flight Suit Patch

COL KAUFFMAN/CS proposed a cloth flight suit patch to be used in lieu of the leather flight suit patch. He recommended that the patch include the type of pilot wings and name only—not rank.

The National Commander reminded the NEC that the August 2001 National Board passed a motion that uniform items are to be considered only once a year. All items to be considered must be submitted to National HQ by October of each year for staffing by HQ personnel and the Development committee. All items will then be included in the following Winter National Board agenda for possible approval.

COL GROSHONG/PACR moved and COL GREENHUT/NER seconded that the NEC refer this matter to the appropriate committee.

MOTION CARRIED

FOLLOW-ON ACTION. Col Kauffman/CS referred this to the Development Committee.

4. ITEM: Accounting Procedures

COL GROSHONG/PACR stated that money is transferred from FM into wing and region accounts as a single line item, without proper identification. He requested a break out of the funds by category. He added that without a break out or identification of the funds, bookkeeping is extremely difficult at every level in the field.

MR. HICKS/FM agreed that the funds should be broken out and stated that FM continually works with wing commanders to identify where the notification goes. He will work this issue with his staff.

5. ITEM: Aircraft Reimbursement Rates

COL PINEDA/SER requested clarification of twin-engine aircraft reimbursement rates.

COL SALVADOR/DO stated that this information was outlined in the CAPR 173-3, *Payment for CAP Support*, which was ratified by the NEC earlier today. He explained the procedure: "The member gives us their data, we look at a commercial source, work with LG, and determine a rate. We compare that with what the member is requesting. In many of the cases we have seen so far, it is very, very close. We took a look at what the insurance rate is and what the tie-down and hangar fees are, and decided the best way to reimburse those fees was by the day. We took whatever the rates are, divide by 365 days and if they are flying a reimbursable mission for one day, then we pay them that one-day rate. The package to approve these procedures is still being staffed. It has been through CAP headquarters and is now with CAP-USAF. They are in support of it and I believe it will be approved. It makes good sense and we will be able to justify it to auditors and the Air Force."

6. ITEM: FAA Exemptions

National Headquarters/GC MEMORANDUM FOR NEC, 25 April 2002 was distributed (See Atch 3).

COL LEIBOWITZ/GC explained that the package includes the description of CAP; the questions that CAP asked the FAA, and the responses of the FAA. He added, “The table at Attachment 3, CAP MISSIONS AND PILOT LIMITATIONS, is my interpretation of what the FARs, exemptions, and the interpretations are to the best of my understanding, and it is complicated and difficult.”

COL LEIBOWITZ/GC clarified that transport missions are not totally out. He added: “We can do that on CAP orders as “A” missions—that is not a commercial operation. One item of good news is that the FAA said the O&M money we get from Congress that is designated for CAP, even though it comes through the Air Force, it is CAP money. If we spend that money, it is not a commercial operation. We can do that, and we can bite the bullet and do it with corporate money, if we feel it is an important enough mission to do it.”

COL SALVADOR/DO also stated that in talking to the Air Force about the homeland security mission, it is important that the money come through the Air Force because, if the money comes through the states, our transportation missions will be tightly restricted. If the money comes from the Air Force the transportation mission will be easier to manage and schedule and have fewer restrictions. It not only affects transporting people, but also transporting blood and other types of equipment, etc.

7. ITEM: Chaplain Request for Support

- a. Chaplain, Col, Melancon asked for support of the region commanders in the National Chaplain Award area. He asked them to speak to their region chaplains and encourage their wing chaplains to submit nominations as soon as possible, in accordance with CAPR 265-1.
- b. Chaplain, Col, Melancon visited the Military Chaplain’s Association (MCA) Institute for the first time last year. They give awards to CAP chaplains just as they do active military chaplains. A chaplain from the PACR was the winner this year. He requested funding to support region chaplains to attend the MCA yearly, either to pay for transportation or the fee of approximately \$175. Col Melancon will keep the NEC informed of the activities of the MCA.
- c. Chaplain, Col, Melancon also asked support of the region commanders in getting Forms 34 in on time, due each January and July. He asked them to speak to their region chaplains and encourage their wing chaplains to submit the information in a timely manner. This information is needed for the Annual Report to Congress.

8. ITEM: Vote on Actions Discussed in Executive Session

a. Promotion.

COL PINEDA/SER moved and COL WALDORF/NCR seconded that the NEC disapprove the recommended promotion for Army Colonel Benjamin A. Sims.

MOTION CARRIED (one abstention by Col Wheless/CV)

b. Distinguished Service Medals.

COL PINEDA/SER moved and COL WALDORF/NCR seconded that the NEC approve the recommendation for Distinguished Service Medals for the following named members, with the votes being taken individually: Chaplain, Lt Col, William H. Sanford, Lt Loren Sissum, Lt Col Janet A. Mayhew, Lt Col John Lehr, and Chaplain, Col, Alva Appel.

MOTION CARRIED (one abstention by Col Wheless/CV)

COL PINEDA/SER moved and COL WALDORF/NCR seconded that the NEC disapprove the recommendation for Distinguished Service Medal for Lt Col Hubert J. Waskovich.

MOTION CARRIED

9. ITEM: Homeland Security Concept of Operations (CONOPS)

A DRAFT copy of Civil Air Patrol, U. S. Air Force Auxiliary Homeland Security Concept of Operations (CONOPS) was distributed to the NEC.

COL SALVADOR/DO briefed the high points including major strategic direction in the document. He recommended that the NEC approve DO to move forward, make the minor changes that were suggested, and after concurrence of Gen Bowling, Col Hamilton, and Col Allenback, submit it to the Board of Governors for approval.

GEN BOWLING emphasized that this document is still in draft form and not ready for distribution to the field. The CONOPS will be staffed all the way up to the Air Staff and after the final CONOPS is signed, it will be distributed to the field for implementation.

COL CHARLES/GLR moved and COL GREENHUT/NER seconded that the NEC endorse this draft as our position on the CONOPS, with a change on page 12 to add “Border Patrols” in the bullet at the top of the page.

MOTION CARRIED

FOLLOW-ON ACTION: Staffing at National Headquarters and inclusion on the June 2002 Board of Governors agenda.

10. ITEM: Homeland Security Briefing

COL GREENHUT/NER presented a slide briefing entitled “Air Force Auxiliary, Homeland Security, Activities/Resources.”

Col Greenhut stated: “This is the latest iteration of a presentation that we hope to show to Governor Ridge, Director of Homeland Security, in Washington, DC. It describes what the Air Force Auxiliary does. There are a couple of sensitivities here. You will almost never see the words “Civil Air Patrol.” This is one of those rare places where we want to stand as close as possible to our parent service. There are things in here that are key to the audience, both the Air Force and Governor Ridge’s office. The format is the same as the Air Force does presentations including the fact that we have the new Air Force wings with the CAP logo.”

COL HAMILTON/EX strongly suggested that Col Greenhut give this briefing to the Board of Governors.

11. ITEM: Maule Aircraft Briefing

MR. BRENT MAULE, from Maule Aircraft Corporation, presented a slide briefing on the multi-role aircraft, which they have designed and are building. (See Atch 4).

ADMINISTRATIVE/ANNOUNCEMENTS/APPRECIATION

GEN BOWLING asked Ms. Parker/DPM to scrutinize the uniforms of NEC members for accuracy, in accordance with established policy of reviewing uniform wear at each meeting.

MR. BEAN/CP stated that traditionally money for cadet uniforms had to be turned back in because they were never expended. He announced that for this fiscal year, that money has already been spent because the system is working so well. He added that with good solid data, he should be able to validate a request for more money next year.

MR. BEAN/CP also stated that the cadet orientation flight program is working so well, that program may also run out of money before the end of the fiscal year. He cautioned commanders to prudently use the remaining balance so that as many cadets as possible can participate in the program.

COL ALLENBACK announced that he had submitted a suggestion that the Florida Wing be considered to help support security efforts at Cape Kennedy during shuttle launches. This could possibly save the Air Force money and provide high visibility exposure for CAP.

This idea has received favorable consideration at the Pentagon and is in the discussion state. He added that this is the kind of homeland security mission that is ideally suited for CAP.

COL ALLENBACK announced that the Arizona Wing was flying Gen Foglesong, Vice Chief of Staff of the Air Force, and Brig Gen Reardon, AETC/DO over the Gila Bend Range this morning. This was a very high visibility mission and commended the Arizona Wing for all the planning for this mission.

COL SKIBA/NFO stated for the record that he would like to express appreciation to Tom Hicks, John Angle, and Rita Pickett, and the FM staff for the outstanding support provided the National Finance Officer.

COL GROSHONG/PACR expressed appreciation to the DO staff for the extraordinary staff work that was done on the CONOPS, which is an outstanding document.

GEN BOWLING announced the membership statistics as of 30 April 2002: 24,881 cadets, which is up 139 from March, and 35,949 senior members, which is up 281 from March. There are 60,830 total members, which is a net gain of 420 from March. This makes a 3,438-member increase since March 2001. This is the highest membership number since 1999, and the sixth consecutive month of growth in membership.

GEN BOWLING passed along information from DOK concerning the HF radio automatic link establishment (ALE) into the CAP structure. DOK is asking the region directors of communications to work with that office on a station selection site, to be selected by 31 May 2002.

COL ALLENBACK announced that CAP has been invited to include a CAP aircraft in the static display set up at Maxwell AFB during the National Security Forum (NSF) conducted the last week in May. The NSF is made up of approximately 140 civic leaders from across the country, a very influential group so this is another great opportunity for CAP to tell its story.

GEN BOWLING mentioned the idea of having a “drop-in” during the Sep-Oct time frame at the Russell Building and include a display of all the elements of homeland security that CAP is dealing in. Congressional, military, customers and potential customers will be invited to come by and review what CAP can offer. Finger foods would be served and publications distributed.

COL WALDORF/NCR stated that, since this is her last NEC meeting, she would like to thank the staff for their super cooperation and support.

The NEC expressed appreciation for the outstanding support provided by the National Headquarters staff.

THE NEC WAS IN EXECUTIVE SESSION ON FRIDAY, 3 MAY 2002, 4:30 – 5:10 PM.

**THE NEC WAS IN EXECUTIVE SESSION ON SATURDAY, 4 MAY 2002,
8:40 – 9:10 AM.**

THE NEC ADJOURNED ON SATURDAY, 4 MAY 2002, 2:10 PM.